



**U.S. Department of Justice**

United States Trustee  
Northern and Eastern  
Districts of California and Nevada

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Office of the United States Trustee  
235 Pine Street, Suite 700  
San Francisco, CA 94104  
Phone: (415) 705-3333  
Fax: (415) 705-3379

**341 CASSETTE DUPLICATION PROCEDURE**

1. Complete the "CASSETTE DUPLICATION REQUEST FORM" below.
2. Provide us with blank AUDIO cassette tape (120 minutes). **NO EXCEPTIONS.**
3. Provide us also a self-addressed STAMPED envelope to send the copied tape directly to you unless other return delivery is noted.
4. Please allow 7 working days for completion and delivery. *There is no fee for service provided.*
5. **No written transcript is provided.**
6. Please call the Office of the U.S. Trustee and ask for Edgar if you have any additional questions at (415) 705-3333.

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**CASSETTE DUPLICATION REQUEST FORM**  
**(Type or Print)**

**Name of Requestor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Telephone (\_\_\_\_)** \_\_\_\_\_

**Case Name:** \_\_\_\_\_ **Case No.** \_\_\_\_\_

**Date of Hearing:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ **Venue (SF or SR)** \_\_\_\_\_

**Bankruptcy Case (please mark):** Chapter 7 \_\_\_\_ Chapter 11 \_\_\_\_ Chapter 12 \_\_\_\_ Chapter 13 \_\_\_\_

**Last Name of Trustee:** \_\_\_\_\_ **Tape No.:** \_\_\_\_\_ **(for US Trustee use only)**